DOCUMENT RESUME

ED 130 615 IR 004 146

AUTHOR	Balson, M.; And Others
TITLE	Appendices. Impact and Adequacy; a Report of an Evaluation of Government Post-Primary School Libraries in Victoria.
INSTITUTION	Monash Univ., Clayton, Victoria (Australia).
SPONS AGENCY	Victoria Education Dept. (Australia).
PUB DATE	Jun 76
NOTE	58p.; School Libraries Research Project; For a related document see IR 004 145 ; Not available in hard copy due to marginal legibility of original document
EDRS PRICE	MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS	Financial Support; High Schools; Library Facilities; *Library Programs; Library Standards; *Library Surveys; *Questionnaires; *School Libraries; Secondary Education; Statistical Data
IDENTIFIERS	Australia (Victoria)

ABSTRACT

The appendixes to the evaluation of Victoria, Australia's secondary school libraries include lists of the 33 schools visited to gather information and of the interviewees. The names of the 132 high schools with Commonwealth libraries are given with the dates of their openings and maps showing their locations. Copies of survey instruments used to gather data on resources, services, staffing, usage, and programs include a 1971 national secondary school library questionnaire and the 1975 Victoria secondary school library questionnaire. The teacher attitude survey instrument solicits usage and opinion information. The library census form used by the State Education Department to collect budget and holdings statistics is accompanied by tables of Australian school library standards for space, staffing, and book holdings. (KB)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED130615

SCHOOL LIBRARIES RESEARCH PROJECT

Faculty of Education, Monash University

APPENDICES

IMPACT AND ADEQUACY

A report of an evaluation of government post-primary school libraries in Victoria.

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

DIRECTORS

M. Balson J. Fyfield

RESEARCH FELLOWS

R. Lundin J. McArthur

IR004146

June, 1976

APPENDICES

A. List of Schools Visited.

B. List of Interviewees.

C. Lists of Schools with Commonwealth Libraries, Opening Dates and Maps.

D. Questionnaires.

1. Commonwealth Secondary School Libraries Research Project. Questionnaire 1. (1971)

2. Secondary School Libraries, Victorian Survey - 1975

3. Teacher Attitudes Towards School Library Provision and Usage in Secondary Schools.

4. Education Department ... Library Branch. Library Census Return 1975.

E. Adequacy and Space Correlated (Table of results).

F. Standards (Quantitative Tables from Standards for Secondary School Libraries. Commonwealth Secondary Schools Libraries Committee. Canberra, A.G.P.S. 1971.)

G. Detailed Tables.

APPENDIX A

SCHOOLS VISITED

INNER SUBURBS

Kew
Richmond Girls
University
South Melbourne
Albert Park

EASTERN SUBURBS

Blackburn
Brentwood
Burwood Heights
Croydon
Fair Hills
Glen Waverley
Mitcham
Mooroolbark
Norwood
Nunawading
Syndal
Waverley

WESTERN SUBURBS

Deer Park
Essendon

NORTHERN SUBURBS

Fawkner
Fawkner Technical
Glenroy High
Glenroy Technical

SOUTH EASTERN SUBURBS

Karingal
Noble Park
Frankston

COUNTRY

Euroa
Shepparton
Ballarat
Ballarat North
White Hills
Geelong
Geelong East

APPENDIX B

LIST OF INTERVIEWEES

Mr. Barry Sheen
Supervisor, Library Branch; Education Department

Mrs. Mary Meachem,
Assistant Supervisor, Library Branch, Education Department:

Mr. Max Hall,
Assistant Director, Secondary Buildings.

Mr. John Middleton,
Assistant Director, Technical Buildings.

Mr. Paul Wilson,
Architect, Public Works Department

APPENDIX C

Lists of Schools with Commonwealth Libraries,

Opening Dates and Maps.

COMMONWEALTH LIBRARIES

GREATER MELBOURNE AND GEELONG

MUNICIPALITY	SCHOOL	DATE OPENED
Altona	Altona North T.S.	May, 1975
	Paisley H.S.	* February, 1976
Berwick	Hallam H.S.	February, 1971
	Doveton H.S.	May, 1975
Box Hill	-	
Brighton	Brighton High School	July, 1975
	Brighton T.S.	August, 1975
Broadmeadows	Glenroy H.S.	1973
	Fawkner H.S.	February, 1973
	Fawkner T.S.	March, 1972
	Hadfield H.S.	July, 1972
	Glenroy T.S.	April, 1971
	Oak Park H.S.	November, 1971
	Strathmore H.S.	February, 1973
Brunswick	-	
Bulla	Sunbury H.S.	* February, 1976
Camberwell	Greythorn H.S.	March, 1973
Caulfield	-	
Chelsea	-	
Coburg	Coburg H.S.	June, 1974
Collingwood	Collingwood H.S.	1975
Cranbourne	-	
Croydon	Croydon H.S.	March, 1975
Dandenong	Lyndale H.S.	* January, 1976
Diamond Valley	Watsonia H.S.	March, 1973
Doncaster-Templestowe	Doncaster H.S.	February, 1975
	Templestowe H.S.	September, 1972
	Templestowe Heights T.S.	* February, 1976
Eltham	Eltham H.S.	June, 1974
	Montmorency H.S.	September, 1970
Essendon	Buckley Park H.S.	February, 1975
	Essendon T.S.	February, 1972
Fitzroy	Fitzroy H.S.	January, 1974
Footscray	-	
Frankston	Frankston H.S.	February, 1971
	Karingal H.S.	February, 1975
	Seaford-Carrum H.S.	May, 1972
	Frankston T.S.	April, 1974
	Monterey T.S.	* February, 1976

MUNICIPALITY	SCHOOL	DATE OPENED
Hastings	Hastings H.S.	* February, 1976
Hawthorn	-	
Healesville	-	
Heidelberg	Heidelberg H.S.	June, 1975
	Rosanna East H.S.	1974
Keilor	Kealba H.S.	1975
	Keilor Heights H.S.	1973
	Niddrie H.S.	September, 1972
	Avondale H.S.	March, 1975
	Niddrie T.S.	October, 1975
Kew	Kew H.S.	February, 1975
Knox	Boronia H.S.	June, 1974
	Fair Hills H.S.	March, 1975
	Ferntree Gully H.S.	February, 1973
	Knox T.S.	September, 1974
Lilydale	Lilydale H.S.	October, 1970
	Mooroolbark H.S.	March, 1975
	Pembroke H.S.	February, 1970
Malvern	-	
Melbourne	Flemington H.S.	August, 1974
	Princes Hill H.S.	September, 1973
	University H.S.	April, 1974
Moorabbin	Bentleigh H.S.	April, 1975
	McKinnon H.S.	November, 1972
Mordialloc	-	
Mornington	Mornington H.S.	September, 1972
Northcote	Thornbury H.S.	May, 1975
Nunawading	Blackburn H.S.	April, 1974
	Burwood Heights H.S.	1970
	Mitcham H.S.	September, 1972
	Nunawading H.S.	September, 1972
	Vermont H.S.	* February, 1976
	Mitcham T.S.	1972
Oakleigh	Oakleigh H.S.	September, 1975
	Waverley H.S.	October, 1972
	Oakleigh T.S.	October, 1972
Port Melbourne	-	
Prahran	-	
Preston	Greenwood H.S.	1971
	Keon Park T.S.	June, 1972
	Macleod T.S.	May, 1975
	Preston East T.S.	June, 1975
Richmond		

MUNICIPALITY	SCHOOL	DATE OPENED
Ringwood	Norwood H.S.	February, 1975
	Ringwood H,S,	September, 1975
St. Kilda	Elwood H.S.	February, 1974
Sandringham	Beaumaris H.S.	July, 1975
	Sandringham T.S.	June, 1975
Sherbrooke	Ferntree Gully T.S.	* 1976
South Melbourne	Albert Park H.S.	February, 1972
	South Melbourne T.S.	May, 1973
Springvale	Chandler H.S.	March, 1975
	Heatherhill H.S.	February, 1971
	Noble Park H.S.	March, 1975
	Noble Park T.S.	April, 1975
Sunshine	St. Albans H.S.	November, 1975
	Deer Park H.S.	July, 1975
	Sunshine West H.S.	*December, 1976
	Sunshine T.S.	June, 1972
Waverley	Brentwood H.S.	1969
	Glen Waverley H.S.	September, 1971
	Syndal H.S.	1971
	Wellington H.S.	May, 1975
	Syndal T.S.	November, 1975
Werribee	-	
Whittlesea	Lalor H.S.	*February, 1976
	Thomastown H.S.	June, 1971
	Lalor T.S.	1972
Williamstown	Williamstown T.S.	April, 1975
GEELONG	Belmont H.S.	September, 1974
	Bell Park H.S.	April, 1975
	Newcomb H.S.	September, 1970
	Bell Park T.S.	February, 1972
	Corio T.S.	February, 1975
	Geelong East T.S.	February, 1975

COMMONWEALTH LIBRARIES

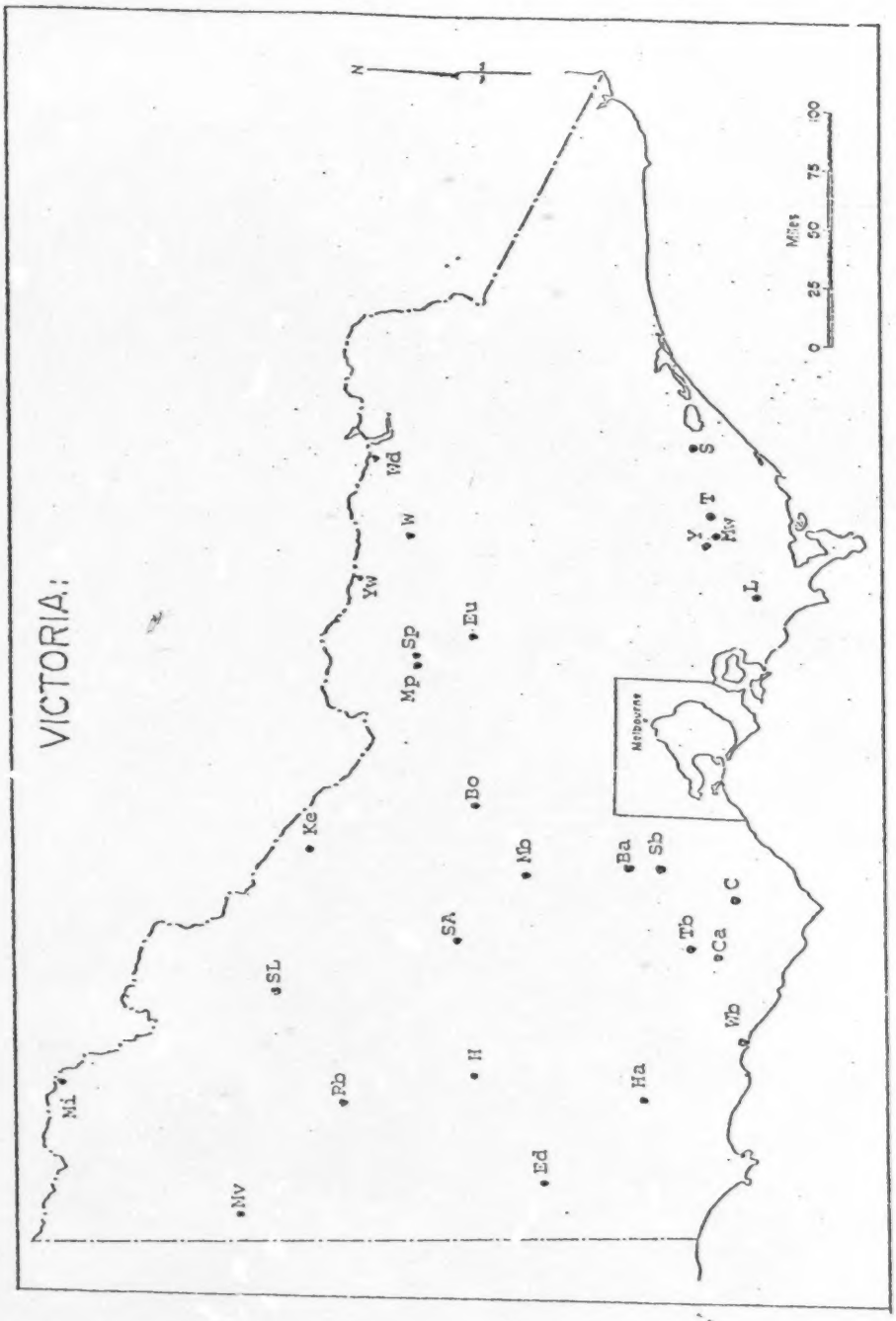
COUNTRY

TOWN	SCHOOL	DATE OPENED
Ballarat (Ba)	Ballarat East H.S.	* 1976
	Ballarat H.S.	February, 1975
	Ballarat North T.S.	October, 1975
Bendigo (Bo)	White Hills T.S.	May, 1972
Camperdown (Ca)	Camperdown H.S.	1972
Colac (C)	Colac H.S.	February, 1975
Edenhope (Ed)	Edenhope H.S.	May, 1975
Euroa (Eu)	Euroa H.S.	* January, 1976
Hamilton (Ha)	Hamilton T.S.	October, 1975
Horsham (H)	Horsham H.S.	July, 1974
	Horsham T.S.	June, 1976
Kerang (Ke)	Kerang H.S.	* 1976
Leongatha (L)	Leongatha T.S.	March, 1970
Maryborough (Mb)	Maryborough H.S.	November, 1975
	Maryborough T.S.	* February, 1976
Mildura (Mi)	Irymple T.S.	November, 1971
Mooroopna (Mp)	Mooroopna H.S.	September, 1975
Murrayville (Mv)	Murrayville H.S.	April, 1975
Morwell (Mw)	Maryvale H.S.	February, 1972
Rainbow (Rb)	Rainbow H.S.	1974
Sebastopol (Sb)	Sebastopol T.S.	June, 1975
St. Arnaud (SA)	St. Arnaud H.S.	November, 1975
Sea Lake (SL)	Sea Lake H.S.	May, 1974
Shepparton (Sp)	Shepparton H.S.	* 1976
Sale (S)	Sale H.S.	February, 1973
Timboon (Tb)	Timboon H.S.	April, 1975
Traralgon (T)	Traralgon H.S.	September, 1975
Warrnambool (Wb)	Warrnambool T.S.	March, 1973
Wodonga (Wd)	Wodonga H.S.	November, 1975
Wangaratta (W)	Wangaratta T.S.	* February, 1976
Yarrawonga (Yw)	Yarrawonga H.S.	June, 1975
Yallourn (Y)	Yallourn T.S.	June, 1975

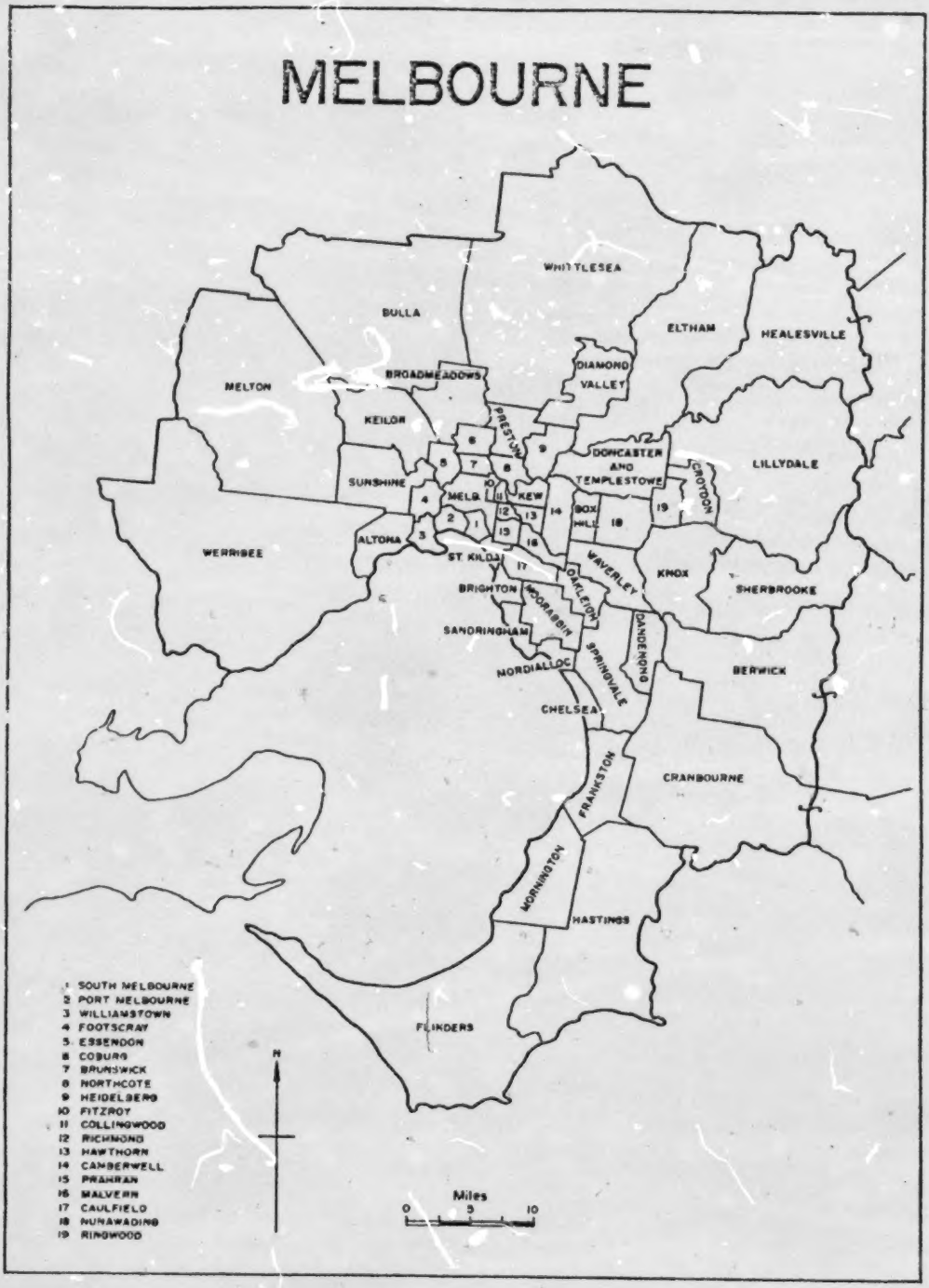
* under construction

KEY

Ba	BALLARAT
Bo	BENDIGO
Ca	CAMPERDOWN
C	COLAC
Ed	EDENHOPE
Eu	EUROA
Ha	HAMILTON
H	HORSHAM
Ke	KERANG
L	LEONGATHA
Mb	MARYBOROUGH
Mi	MILDURA
Mp	MOOROOPNA
Mv	MURRAYVILLE
Mw	MORWELL
Rb	RAINBOW
Sb	SEBASTOPOL
S.A.	ST. ARNAUD
S.L.	SEA LAKE
Sp	SHEPPARTON
S	SALE
Tb	TIMBOON
T	TRARALGON
Wb	WARRNAMBOOL
Wd	WODONGA
W	WANGARATTA
Yw	YARRAWONGA
Y	YALLOURN


VICTORIA.
N
Miles
0 25 50 75 100
Melbourne
Wd
W
Yw
Sp
Mp
Eu
Bo
Ke
Mb
Ba
Sb
C
Ca
Tb
SA
SL
Nv
Pb
H
Ha
Ed
Wb
Mi
S
T
Mw
Y
L

13


MELBOURNE
WHITTLESEA
BULLA
ELTHAM
HEALESVILLE
DIAMOND VALLEY
MELTON
BROADMEADOWS
KEILOR
PRESTON
DONCASTER AND TEMPLESTOWE
LILYDALE
CROYDON
SUNSHINE
MELB.
KEW
BOX HILL
WERRIBEE
ALTONA
ST KILDA
WAVERLEY
KNOX
SHERBROOKE
BRIGHTON
MOORABBIN
CARLETON
SANDRINGHAM
DANDENONG
SPRINGVALE
BERWICK
NORDIALLOC
CHELSEA
CRANBOURNE
FRANKSTON
MORNINGTON
HASTINGS
FLINDERS
1 SOUTH MELBOURNE
2 PORT MELBOURNE
3 WILLIAMSTOWN
4 FOOTSCRAY
5 ESSENDON
6 COBURG
7 BRUNSWICK
8 NORTHCOTE
9 HEIDELBERG
10 FITZROY
11 COLLINGWOOD
12 RICHMOND
13 HAWTHORN
14 CAMBERWELL
15 PRAHRAN
16 MALVERN
17 CAULFIELD
18 NUNAWADING
19 RINGWOOD
N
Miles
0 5 10

APPENDIX D (1)

UNIVERSITY OF QUEENSLAND

DEPARTMENT OF EDUCATION

COMMONWEALTH SECONDARY SCHOOL LIBRARIES RESEARCH PROJECT

15

QUESTIONNAIRE 1.

School Number

COMMONWEALTH SECONDARY SCHOOL LIBRARIES RESEARCH PROJECT

National Survey - 1971

The Commonwealth Government, through the Department of Education and Science, has asked the Queensland University Department of Education to examine the educational use of school libraries. The following questions are related to this study, and your co-operation in supplying the relevant information will be greatly appreciated.

The purpose of this questionnaire is to determine the existing state of secondary school library development throughout Australia in terms of resources, services and usage.

1. "Resources" is defined as school library facilities, staff and materials.

2. "Services" is defined as what the library and its staff are doing for students and teachers.

3. "Usage" is defined as what is actually being done in terms of the use made by students and teaching staff of library facilities, staff and materials.

4. The "library program" is defined in terms of usage and services, both of which are dependent on resources.

At this stage we are seeking information on the amount and types of services and usage. A measure of the quality of these will come later when it is intended that some schools will be visited to investigate the types and combinations of "services" and "usage" which contribute to pupil performance.

More specifically, it should be possible from this questionnaire to determine the relationship between the new Commonwealth libraries and the library programs (as defined above) which schools develop.

Please give an answer to each part of every question whenever it is possible to do so. Where exact numbers are not available, make as close an approximation as possible. Comments, reasons and explanations may be given whenever it is felt necessary. All information will be kept confidential and will be treated anonymously in any reports.

Please return this questionnaire in the enclosed Business Reply Envelope by 15th October, 1971.

Your kind and thoughtful assistance is of utmost importance. Thank you.

W. J. CAMPBELL

SECTION I: The School (General)

1. (a) Number of full-time teachers in the school .. .. _____

   (b) Number of part-time teachers expressed in whole-time equivalents .. .. _____

2. Total number of periods in the school week .. .. _____

3. Total number of English classes in the school .. .. _____

4. Total number of settings* in the school during one week according to the school timetable .. .. _____
   (*For this purpose, a "setting" is defined as a class meeting of students for a specific subject, e.g. 7 Form I classes taking 10 subjects = 70 settings, similarly for each Form or Grade.)

5. School Library Budget (excluding library staff salaries and building costs).

Indicate Amount Received From:	1969			1970			1971		
	Books $	Audio-Visual Materials & Equipment $	Other (Periodicals, Repairs, etc.) $	Books $	Audio-Visual Materials & Equipment $	Other $	Books $	Audio-Visual Materials & Equipment $	Other $
Commonwealth Funds									
School and State Funds (including grants, subsidies, items issued, P.& C. etc.)									

SECTION II: Enrolments

		Number of Pupils at Present	Estimated Enrolments (To be completed only if significant changes expected)		
			1972 Total Pupils	1973 Total Pupils	1974 Total Pupils
Total Primary					
Secondary Year or Form	1				
	2				
	3				
	4				
	5				
	6				
Totals					

SECTION III: The Library Building

1. If you have a new Commonwealth library, please give
   date library began operation .. .. _____
   or
   date library is expected to begin operation.. .. .. _____

2. If your existing library building/room(s) was not constructed under the Commonwealth Secondary School Libraries Program,
   (a) what was the year of construction .. .. .. _____
   (b) briefly describe your present library stating whether it is specifically designed as a library (or is for example, a converted classroom, temporary building, hallway, etc.)

   _____

   _____

3. How centrally is your library located in relationship to the rest of the school?
(Tick one) _____ Central; _____ Somewhat central; _____ On the fringe.

4. Total internal area of the library is _____sq.ft.

5. Total seating capacity is _____.

6. Number of individual study carrels (partitioned booths):
(a) wired for use of audio-visual materials .. .. _____
(b) plain (i.e. not wired) .. .. _____

7. Annexes (areas partitioned or semi-partitioned specifically for groups of 30+ within the library building):
(a) number .. .. .. _____
(b) seating capacity of each .. _____

8. Group seminar rooms (areas partitioned or semi-partitioned specifically for small groups within the library building):
(a) number .. .. .. _____
(b) seating capacity of each .. _____

9. If collections of library books are still permanently housed in other parts of the school, indicate the number of titles to nearest hundred in:
classrooms _____
staffrooms _____
elsewhere
(give particulars) _____
_____

SECTION IV: Books and Non-Book Material

1. (a) Please show the number of library TITLES (excluding textbooks, class sets, etc.) in the library collection - count encyclopaedia sets, etc. as one title.
Number of titles (to nearest hundred):

	Total number in the school	How many of these were purchased with Commonwealth Funds?
Fiction	_____	_____
Non-fiction	_____	_____

2. Please indicate the approximate number of (each of) the following resources which are housed in your library:
Periodicals (Number of titles received) free: _____ paid for: _____
Newspapers (Number of titles taken) _____
Charts _____ Maps _____
Pictures _____ Pamphlets _____
Slides _____ Filmstrips _____
Tapes (reel) _____ Records _____
(cassettes) _____ Other (please specify) _____

SECTION V: Operation of the Library

1. (a) When is the library open to pupils (other than in school hours)?

	Length of time per day	Number of days per week
Before school commences		
Lunch hour		
After school		
Evening		

(b) When is the library open to pupils at other times? (Give details, e.g. weekends, vacations).

_____

_____

How is the library collection catalogued? (Circle "YES" or "NO")

	Books	A-V Materials	Other Materials
(a) Fully catalogued, classified and indexed	YES/NO	YES/NO	YES/NO
(b) Limited cataloguing; i.e. shelf list only, or author/title only, etc.	YES/NO	YES/NO	YES/NO
(c) No catalogue. Shelf arrangement is only means of location	YES/NO	YES/NO	YES/NO
(d) Other (please describe)	YES/NO	YES/NO	YES/NO

How is the collection organized? (Circle "YES" or "NO")

	Books	A-V Materials	Other Materials
Dewey	YES/NO	YES/NO	YES/NO
Sears	YES/NO	YES/NO	YES/NO
Library of Congress	YES/NO	YES/NO	YES/NO
State published schedules	YES/NO	YES/NO	YES/NO
Other (give particulars)	YES/NO	YES/NO	YES/NO

CTION VI: Equipment

Please show below the equipment items held.

Equipment Item	Number held in library.	Number held elsewhere in the school.	Number purchased with financial assistance from Commonwealth Grant.
Tape recorders reel			
Tape recorders cassette			
Earphone sets			
Slide viewers			
Slide projectors			
Typewriters			
Photocopier			
T.V. sets			
Movie projectors 8 mm			
Movie projectors 16 mm			
Other (Major items only)			

SECTION VII: Library Staffing

1. Please fill in the following particulars about each paid member of the library staff, including teachers assigned to library duty. Names are not required.

STAFF	QUALIFICATIONS						Position on Staff and Area of Major Responsibility, (e.g. Assistant Librarian, Audio-Visual Co-ordinator, etc.)	Total hours per week
	Teacher Training	Degree	Years of Teaching Experience	Amount and Type of Librarianship Training (e.g. 1 yr. RMIT; LAA registration, etc.)	Years of Library Experience	Other Training and/or Experience (e.g. Secretarial)		
1. (Person-in-charge)	YES/NO							
2.	YES/NO							
3.	YES/NO							
4.	YES/NO							
5.	YES/NO							

2. Voluntary Staff.

	Number	Total number of hours per week
Adult		
Student		

3. Please give the following particulars of the duties of the school librarian (or person in charge) during a typical week.

(a) Number of hours spent working with teachers in selection of library materials and in the planning of courses and lessons .. .. _____

(b) Number of hours spent working with students and teachers in the library giving guidance and instruction in the use of library materials .. .. _____

(c) Number of hours spent on cataloguing and other routine duties .. .. .. _____

(d) Number of hours spent on producing materials, lists, etc. for students and teachers .. .. _____

(e) Number of hours spent on non-library duties (e.g. subject teaching).. .. .. _____

(f) Other (give particulars)

_____ .. _____

4. Library Committee.

(a) Is there a library committee? .. .. .. YES/NO

(b) If so, who makes up this committee (i.e. number of teachers, parents, students, etc.)?

_____

(c) If there is a committee, briefly describe its functions with regard to budget, library policy, day-to-day administration of the library, etc.

_____

_____

SECTION VIII: Use of the Library

The statistics requested in this section should be based on a typical week of library use at present. If you are in the midst of shifting to a new location, base the information on previous conditions. Please write "NA" if a question is Not Applicable to your situation at present.

1. Student Borrowing.

Please indicate the extent to which students have borrowed material for home use during this typical week.

	Number of Students who borrowed at least one item during the week	Number of Items Borrowed from the Library During the Week						Total Items Borrowed
		Fiction	Non-Fiction	Other Print	Audio-Visual Materials	Audio-Visual Equipment	Other	
TOTALS								

2. Student Borrowing Policy.
(a)

Item	Can be Borrowed by Students			
	For Library Use	For Classroom Use	For Home Use	
			How Many at One Time?	For How Long?
Books, Fiction	YES/NO	YES/NO		
Books, Non-Fiction	YES/NO	YES/NO		
Reference Books	YES/NO	YES/NO		
Periodicals	YES/NO	YES/NO		
Other Print Materials	YES/NO	YES/NO		
A-V Materials	YES/NO	YES/NO		
A-V Equipment	YES/NO	YES/NO		
Other (give particulars)	YES/NO	YES/NO		

(b) Please provide any additional information on loan policies related to students not included above (e.g. reserve policy, vacation borrowing, etc.)

_____

_____

3. Student Use of Library.

(a) During the week, what has been the daily average number of students occupying the library at the following times:

Before school _____ After school _____

Lunch time _____ Evening _____

(b) Please adapt and fill in the following timetable form to show the actual use of the library during the typical week.

Show the Grade or Form, subject, number of students in the class or group, the type of activity in each case, and tick (✓) if the class was accompanied by the regular subject teacher.

Also indicate the number of individual students using the library.

Use the following code to indicate the type of library usage.

A. Library use requiring students to search individually for information for the preparation of research project, solution to problems, debates, projects, etc.
B. Fact finding for brief answers to set questions.
C. Lessons on library use including use of the catalogue, reference books and other library materials and equipment.
D. Free reading or browsing.
E. Small group activities (up to 15 students) including discussion, instruction or production work requiring use of library resources and/or equipment.
F. Large group activities (over 50 students) including film presentations, lectures, etc. requiring use of library resources and/or equipment.
G. Other activities such as meetings, instruction, homework, etc. which do not necessarily require the use of library resources.
H. Other (please give particulars) _____

_____

Example:

Period	Monday					Tuesday				
	Class	Subject	No.	Act.	T.	Class	Subject	No.	Act.	T.
1	8A	Hist	35	E	✓					
	10B	Eng	20	A D	✓		etc.			
	Individuals		10	A						
2	8C	Eng.	37	C D	✓					
	11B	Hist	19	E			etc.			
	9A, B	Phys Ed	83	F	✓ ✓					

If your library has a written timetable, please attach a copy of it as well as using this form.

PERIOD	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY				
	Class	Subject	No.	Act.	T.	Class	Subject	No.	Act.	T.	Class	Subject	No.	Act.	T.	Class	Subject	No.	Act.	T.	Class	Subject	No.	Act.	T.
1																									
2																									
3																									
4																									
5																									
6																									
7																									
8																									

4. Library Timetabling and Scheduling.

(a) Number of class periods* in a typical week firmly committed on a regular basis and officially timetabled for library use .. .. .. _____

(b) Number of class periods* in a typical week spent by classes in the library by arrangement between the teacher and librarian .. .. .. _____

(* Count each class as one; e.g. if 3 classes are in the library simultaneously enter as 3 class periods spent in the library.)

5. Teacher Borrowing.

Number of teachers who borrowed at least one item during the week	Number of items they borrowed for classroom use	Number of items they borrowed for other use	Number of Items Borrowed from the Library During the Week by Teachers					
			Fiction	Non-Fiction	Audio-Visual Materials	Audio-Visual Equipment	Other	Total Items Borrowed

6. Teacher Borrowing Policy.

Item	Can be Borrowed by Teachers			
	For Library Use	For Classroom Use	For Home Use	
			How Many at One Time?	For How Long?
Books, Fiction	YES/NO	YES/NO		
Books, Non-Fiction	YES/NO	YES/NO		
Reference Books	YES/NO	YES/NO		
Periodicals	YES/NO	YES/NO		
Other Print Materials	YES/NO	YES/NO		
A-V Materials	YES/NO	YES/NO		
A-V Equipment	YES/NO	YES/NO		
Other (Give particulars)	YES/NO	YES/NO		
	YES/NO	YES/NO		

7. Teacher Use of Library.

(a) Total number of teachers who actually made at least one voluntary appearance (without a class) in the library during the week .. .. .. _____

(b) Total number of teachers who used the library and/or resources for lesson preparation during the week .. .. _____

(c) Total number of teachers who discussed availability and use of library materials with the school librarian at least once during the week .. .. _____

(d) Total number of bulk (or block) loans made to classrooms during the week .. .. _____

8. General comments about use made of the library and its resources.

_____

_____

_____

SECTION IX: Services

	Is this service provided?		About how frequently is this service performed?						
	yes	no	Daily	Weekly	Fortnightly	Monthly	Once a term	Yearly	
A. Services to teaching staff									
1. A library handbook is available for the school staff									
2. A checklist of services offered is distributed to staff									
3. Notification is given to all staff about new library services									
4. Orientation is given to new staff about library services									
5. Teachers are systematically informed about new materials									
6. A professional collection ("teachers' reference) is maintained in the library									
7. Facilities are available for the production of simple and inexpensive instructional materials									
8. The librarian attends subject meetings									
9. The librarian provides statistics on library use and indicates areas of the collection and services which need to be improved									
10. The librarian consults with the staff about:									
The library collection									
Library services									
Library resources for teaching units									
11. The librarian provides opportunities for staff participation in book selection by:									
Having book displays by publishers, and booksellers									
Sharing indexes, publishers' catalogues, etc.									
Having a written materials selection policy									
Providing forms for recommending materials									
12. Student instruction in the use of library tools (catalogues, indexes, etc.) is integrated with:									
English classes									
Science classes									
Mathematics classes									
Foreign language classes									
History classes									
Geography, Social Studies classes									
Others									
13. Teachers are given assistance in the development of student reading lists for units of study									
14. Bibliographies are prepared for teachers									
15. The librarian assembles collections of materials for teachers to use in the classroom									

	Is this service provided?		About how frequently is this service performed?					
	yes	no	Daily	Weekly	Fortnightly	Monthly	Once a term	Yearly
16. Audio-visual materials (e.g. tapes, transparencies, etc.) are prepared for teachers by the library staff								
17. Forms for giving the library advanced notice of class assignments are provided for teacher use								
B. Services to Students								
18. A library handbook is available for the students								
19. Library orientation is given to new students (including 1st year students each year)								
20. Field trips are arranged to other libraries								
21. The use of reference books and library tools (catalogues, indexes, etc.) is taught to:								
Individual students								
Small groups of students								
Classes								
22. Bulletin boards and displays are:								
In the library								
Throughout the school								
23. Individual help is given students through:								
Conferences with individuals								
Individualized materials lists								
Assistance in the selection of materials								
Assistance in the location of materials								
Conferences with teachers on individual reading needs of students								
Referral of students with problems								
Maintenance of student interest files								
Maintenance of reading records for individuals								
Recommendation of materials to be used with individuals in remedial programs								
24. The school newspaper publicizes:								
School library activity								
Public library activities								
New books (book reviews)								
25. School and public librarians consult each other								
26. Special activities are arranged to mark: Book Week, Education Week, etc.								
C. Miscellaneous Services								
27. The librarian sponsors a student librarians' group								
28. Inter-library loans:								
For teachers								
For students								
29. The librarian or audio-visual specialist orders audio-visual materials which are rented or borrowed								
30. Please list any other services which were not included in the above checklist but which you offer								

APPENDIX D (2)

SCHOOL LIBRARIES RESEARCH PROJECT

FACULTY OF EDUCATION Monash University, Clayton, Victoria, 3168 TELEPHONE: 03 544 0811

SECONDARY SCHOOL LIBRARIES,

VICTORIAN SURVEY - 1975.

FACULTY OF EDUCATION
MONASH UNIVERSITY.

SCHOOL LIBRARIES RESEARCH PROJECT

Secondary School Libraries,

Victorian Survey - 1975

The Secondary Libraries Committee of the Victorian Education Department has commissioned the School Libraries Research Project at Monash University to conduct an evaluative study of library provision and programs in high schools and technical schools in the State. This questionnaire is intended to supplement information that has already been supplied in the Education Department's Library Census Return (February, 1975) so that a more complete picture of the Victorian libraries can be obtained.

The purpose of this questionnaire is to determine the existing state of secondary library development in Victoria in terms of resources, services and usage. The responses we receive will provide a very important basis for future planning and design. Section II on Library Building is especially detailed in order to establish qualitative and quantitative standards necessary for efficient service. The responses to this questionnaire will also be compared to those of the 1971 survey so that a picture of growth and areas of need can be obtained.

Your opinion of the adequacy of various features of the library is to be judged on a numerical scale of 1 to 5 and the scale is to be interpreted as follows:

5	=	90% or completely adequate to meet needs
4	=	75% or adequate for most times and purposes
3	=	50% or adequate in some areas; inadequate in others
2	=	25% or inadequate
1	=	0% or non-existent but needed
na	=	Not applicable

Please give an answer to each part of every question whenever it is possible to do so. Where exact numbers are not available, make as close an approximation as possible. Comments, reasons and explanations may be given whenever it is felt necessary. Copies of any existing statements, timetables or other documents you think will be of value would be welcomed. All information received will be kept confidential and will be treated anonymously in any reports.

Please return this questionnaire in the enclosed business reply envelope by 20 October, 1975.

The support and co-operation of people who have a professional concern in this field, will determine the successful outcome of this project. Your kind and thoughtful assistance is thus of utmost importance.

Thank you in anticipation.

Yours sincerely,

Assoc. Prof. M. Balson
Mr. R. Lundin
Mr. J. Fyfield
Dr. J. McArthur

SECTION I: THE SCHOOL

1. Name_____

2. Enrolments (1975)

   (a) Total Primary_____

   (b) Total Secondary_____

   (c) Total Number of Secondary Classes_____

3. Teachers

   (a) Number of full-time teachers_____

   (b) Number of part-time teachers expressed in full-time equivalents_____

SECTION II: LIBRARY FINANCE

1(a) Please indicate the amounts of money for the library budget you received from each of the following sources.

	Est. Total for 1975
(a) Establishment Grant (b) State Grant to Schools (c) Commonwealth Library Grant (d) Local Sources (e) Other Sources	
Total	

(b) General adequacy of library funds each year. (Circle one number for each year.)

1972	1973	1974	1975
5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na

SECTION III: THE LIBRARY BUILDING AND EQUIPMENT

1(a) If your school has a "Commonwealth Library", please give the exact date library began operation_____.

(b) If a new library is under construction please give approximate date it is expected to begin operation_____.

2(a) If your school does not have a Commonwealth library, has the size and nature of the library accommodation changed in any way since 1971? (Circle one) YES NO

(b) If "yes", please describe briefly the changes:

_____

_____

3(a) How centrally is your library located in relationship to the rest of the school? (Tick one)

___ Central; ___ Somewhat central; ___ On the fringe

(b) How satisfactory is the location with regard to service and usage?
(Tick one)

____ Excellent ____ Best possible location considering school lay-out

____ Satisfactory ____ Unsatisfactory

		Facts		Adequacy (Circle one)
4.	Total internal area of library	in or	sq.ft. m^2	5 4 3 2 1 na
5.	Total seating capacity			
6(a)	Number of individual study carrels wired for use of audio-visual equipment			5 4 3 2 1 na
(b)	Adequacy of design, wiring, etc. of the wired carrels for intended use			5 4 3 2 1 na
(c)	Comment on design, etc. _____			
	_____			
(d)	Number of plain (not wired) carrels			5 4 3 2 1 na
7.	Annexes (areas partitioned or semi-partitioned specifically for groups of 30+ within the library building (a) number			5 4 3 2 1 na
	(b) seating capacity of each			5 4 3 2 1 na
8.	Group seminar rooms (areas partitioned or semi-partitioned specifically for small groups within the library building (a) number			5 4 3 2 1 na
	(b) seating capacity of each			5 4 3 2 1 na
9.	Audio-visual-storage area	in or	sq.ft. m^2	5 4 3 2 1 na
	-production area	in or	sq.ft. m^2	5 4 3 2 1 na
10.	Workroom - area	in or	sq.ft. m^2	5 4 3 2 1 na
	- adequacy of design/layout	in or	sq.ft. m^2	5 4 3 2 1 na
11.	Furniture and fixtures: (a) chairs: number			5 4 3 2 1 na
	color/material			5 4 3 2 1 na
	(b) tables: number			5 4 3 2 1 na
	color/material			5 4 3 2 1 na
	(c) shelving: amount		lin.ft.	5 4 3 2 1 na
	quality			5 4 3 2 1 na
	(d) catalogue cabinet: number			5 4 3 2 1 na
	quality/design			5 4 3 2 1 na
	(e) borrowing desk: quality/design			5 4 3 2 1 na

		Facts	Adequacy (Circle one)
(f)	lighting		5 4 3 2 1 na
(g)	other:		5 4 3 2 1 na

(h) Please comment on suitability of the furniture in your library; i.e., especially specific problems you have encountered, or suggestions you have for improvement:

12. Please comment generally on the internal design of the library.

13. Please list any fairly recent changes in other school facilities to assist in the use of educational resources (e.g., TV cable, lighting, wiring to assembly hall, blackout curtains, etc.)

SECTION IV. BOOKS AND NON-BOOK MATERIALS

1(a)

	Adequacy
Fiction	5 4 3 2 1 na
Reference	5 4 3 2 1 na
Non-Fiction	5 4 3 2 1 na

(b) Funds spent on books in 1975.

As a % of total library funds	Adequacy of funds for books
	5 4 3 2 1 na

2(a) If library books are still housed in other parts of the school please indicate (Exclude "class sets" of texts)

	Number (titles to nearest hundred)	On loan from library (Circle one)
Classrooms		YES NO
Staffrooms		YES NO
Elsewhere		YES NO

(b) If audio-visual materials are housed in other parts of the school please indicate:

	Number (items/sets to nearest hundred)	On loan from library (Circle one)
Classrooms		YES NO
Staffrooms		YES NO
Elsewhere		YES NO

3(a) Please indicate the number, adequacy and frequency of use of each of the following resources which are housed in your library:

5 Used to maximum
4 Used a great deal
3 Used fairly often
2 Used very little
1 Not used at all
na Not applicable

	Number	Adequacy to meet demands	Frequency of use
Periodicals: free		5 4 3 2 1 na	5 4 3 2 1 na
paid for		5 4 3 2 1 na	5 4 3 2 1 na
Periodical index	YES NO	5 4 3 2 1 na	5 4 3 2 1 na
Newspapers: local		5 4 3 2 1 na	5 4 3 2 1 na
states		5 4 3 2 1 na	5 4 3 2 1 na
national		5 4 3 2 1 na	5 4 3 2 1 na
others		5 4 3 2 1 na	5 4 3 2 1 na
Charts		5 4 3 2 1 na	5 4 3 2 1 na
Pictures		5 4 3 2 1 na	5 4 3 2 1 na
Maps		5 4 3 2 1 na	5 4 3 2 1 na
Pamphlets (vertical file)		5 4 3 2 1 na	5 4 3 2 1 na
Slides (35 mm) sets		5 4 3 2 1 na	5 4 3 2 1 na
Filmstrips		5 4 3 2 1 na	5 4 3 2 1 na

	Number	Adequacy to meet demands	Frequency of use
Tapes: reels		5 4 3 2 1 na	5 4 3 2 1 na
cassettes		5 4 3 2 1 na	5 4 3 2 1 na
Disc recordings		5 4 3 2 1 na	5 4 3 2 1 na
Overhead transparencies		5 4 3 2 1 na	5 4 3 2 1 na
Other (please specify)		5 4 3 2 1 na	5 4 3 2 1 na
_____			
_____			

(b) Please comment generally on usage by students and teachers of these non-book materials.

_____

_____

_____

(c) Funds spent on audio-visual materials

As a % of total library funds	Adequacy
	5 4 3 2 1 na

4(a) How is the library collection catalogued? (Tick appropriate box)

	Fully Catalogued	Limited Cataloguing (e.g. shelf list only)	No Catalogue	Other (Specify)
Books				
A.V. Materials				
Other Materials				

(b) Are audio-visual materials on open access; i.e., available to users in the same way as books rather than in a separate storage room?

____ All a-v materials on open access

____ Some (Please specify which)

_____

_____

_____

____ None

SECTION V. EQUIPMENT

1. Please indicate the number, adequacy (quantity and quality) and frequency of use for each of the items listed:

Equipment Item.	Number held in the library	Adequacy (Circle appropriate symbol) Quantity	Quality	Frequency of use
Tape recorders: reel		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
cassette		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
Tape players (cassette)		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
Disc record players		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
Indiv. earphone sets		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
Listening posts		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
Slide: viewers		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
projectors		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
TV sets		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
Video cameras		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
Video recorders		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
Movie projectors 8 mm		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
16 mm		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
Movie cameras		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
Photocopier		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
Overhead projectors		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
Camera(s)		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
Other(major items only)				
_____		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
_____		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
_____		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na
Typewriters		5 4 3 2 1 na	5 4 3 2 1 na	5 4 3 2 1 na

2. Please comment generally about student and teacher use of this equipment, especially the lack of usage of certain items, etc.

_____

_____

_____

3(a) How adequate are provisions for maintenance of equipment?

5 4 3 2 1 na

(b) Comment. _____

_____

_____

SECTION VI. LIBRARY STAFFING

1(a) Please indicate the numbers of each kind of staff in your school library and the adequacy of the numbers of staff to give service:

Staff	Number (Full-time equivalent)	Adequacy of numbers of staff
Teacher-librarians		5 4 3 2 1 na
Teachers		5 4 3 2 1 na
Librarians (non-teachers)		5 4 3 2 1 na
Library Technicians		5 4 3 2 1 na
Clerical/Assistants		5 4 3 2 1 na
Other _____		5 4 3 2 1 na
_____		5 4 3 2 1 na
_____		

(b) Please describe the major inadequacies, if any, of your staffing provision:

_____

_____

_____

_____

2. Voluntary Staff

	Number	Total number of Hours per week
Adult		
Student		

3. Please give the following particulars of the duties of the school librarian (or person in charge) during a sample week.

(a) Number of hours spent working with teachers in selection of library materials and in the planning of courses and lessons .. .. _____

(b) Number of hours spent working with students and teachers in the library giving guidance and instruction in the use of library materials .. .. _____

(c) Number of hours spent on cataloguing and other routine duties .. .. .. _____

(d) Number of hours spent on producing materials, lists, etc. for students and teachers .. .. _____

(e) Number of hours spent on non-library duties (e.g. subject teaching).. .. .. _____

(f) Other (give particulars)

_____ .. _____

4. Library Committee.

(a) Is there a library committee? .. .. .. YES/NO

(b) If so, who makes up this committee (i.e. number of teachers, parents, students, etc.)?

_____

(c) If there is a committee, briefly describe its functions with regard to budget, library policy, day-to-day administration of the library, etc.

_____

_____

SECTION VII. STUDENT USE OF THE LIBRARY

The statistics requested in this section should be based on a sample week of library use at present. If you are in the midst of shifting to a new location, base the information on previous conditions. Please write "NA" if a question is Not Applicable to your situation at present.

1. Student Borrowing.

Please indicate the extent to which students have borrowed material for home use during this typical week.

	Number of Students who borrowed at least one item during the week	Number of Items Borrowed from the Library During the Week						Total Items Borrowed
		Fiction	Non-Fiction	Other Print	Audio-Visual Materials	Audio-Visual Equipment	Other	
TOTALS								

2. Student Borrowing Policy.
(a)

Item	Can be Borrowed by Students			
	For Library Use	For Classroom Use	For Home Use	
			How Many at One Time?	For How Long?
Books, Fiction	YES/NO	YES/NO		
Books, Non-Fiction	YES/NO	YES/NO		
Reference Books	YES/NO	YES/NO		
Periodicals	YES/NO	YES/NO		
Other Print Materials	YES/NO	YES/NO		
A-V Materials	YES/NO	YES/NO		
A-V Equipment	YES/NO	YES/NO		
Other (give particulars)	YES/NO	YES/NO		

(b) Please provide any additional information on loan policies related to students not included above (e.g. reserve policy, vacation borrowing, etc.)

_____

_____

3. Student Use of Library.

(a) During the week, what has been the daily average number of students occupying the library at the following times:

Before school _____ After school _____

Lunch time _____ Evening _____

(b) If a copy of a week's timetable of the library's usage is available, please attach and return with this questionnaire.

4(a) Have any special reading programs (i.e., apart from regular programs; innovative, remedial or developmental) been initiated at your school during the past two years? (Circle one) YES NO

(b) If YES, is it closely related to the library program (i.e., does it depend on the use of library materials)? (Circle one) YES SOME NO

(c) Is there any reading or English program in the school which is attempting to use audio-visual materials to improve reading skills? (Circle one) YES NO

5(a) To what extent do senior students use the library for study, etc. during their unscheduled periods?

____ Always ____ Hardly ever

____ Often ____ Never

____ Sometimes ____ Na

(b) Is there another study area for seniors in the school? YES NO

SECTION VIII. TEACHER USE OF THE LIBRARY

1(a) Teacher Borrowing

Number of teachers who borrowed at least one item during the week	Number of items they borrowed for classroom use	Number of items they borrowed for other use	Number of Items Borrowed from the Library During the Week by Teachers					
			Fiction	Non-Fiction	Audio-Visual Materials	Audio-Visual Equipment	Other	Total Items Borrowed

(b) Total number of bulk (or block) loans made to classrooms during a sample/average week. _____

2. Teacher Borrowing Policy

Item	Can be Borrowed by Teachers			
	For Library Use (Tick for "Yes")	For Classroom Use	For Home Use	
			How Many at One Time?	For How Long?
Books, Fiction				
Books, Non-Fiction				
Reference Books				
Periodicals				
Other Print Materials				
A-V Materials				
A-V Equipment				
Other (Give particulars)				

3. Teacher Use of Library.

(a) Percentage of teachers who have recommended materials for purchase so far this year. _____

(b) Percentage of teachers who regularly make at least one voluntary appearance (without a class) in the library during the week. _____

(c) Percentage of teachers who used the library and/or resources for lesson preparation during the week. _____

(d) Percentage of teachers who discussed availability and use of library materials with the school librarian at least once during the week. _____

(e) Percentage of teachers who regularly give advance notice of topics and assignments. _____

(f) Percentage of teachers who consult librarian regarding topics or units of work. _____

4(a) Can teachers book whole classes into the library? YES NO

(b) Can teachers book certain areas of the library? YES NO

(c) Can teachers send students to the library?
YES NO Limit number_____

(d) Please comment on the strengths and weaknesses of the present usage policy.

_____

_____

_____

5. Please comment generally about teacher use of the library and its resources.

_____

_____

_____

SECTION IX. "SPECIAL" SERVICES

Please tick if you provide the following services or engage in the activities described. Feel free to comment:

1. A library handbook is available for the students. ____
for the staff. ____

2. Systematic notification is given to teaching staff on the arrival of new material. ____

3. Formal inservice sessions in the use of library resources are organized for teaching staff. ____

4. A professional collection ("Teachers' reference") is maintained in the library. ____

5. Inexpensive instructional materials (e.g., slides, overhead transparencies, etc.) are produced for teachers by the library staff ____

6. Facilities are available in the library for teachers to produce their own materials. ____

7. The teacher-librarian attends all or most subject meetings. ____

8. Bibliographies (materials lists) are prepared for teachers. ____

9(a) The teacher-librarian gives storybook-talks to students. ____
(b) Frequency:_____

10. Formal lessons on library skills are given to:

- first year students ____
- second year students ____
- third year students ____
- seniors ____

11(a) The teacher-librarian visits classrooms to observe or participate in teaching/learning activities. ____

(b) Frequency:_____

12(a) The teacher-librarian has tea and/or lunch with other teachers. ____

(b) Frequency:_____

13. The teacher-librarian belongs to professional association(s) and attends meetings. ____

14. Students are taken on excursions to other (e.g., public) libraries. ____

15(a) The teacher-librarian has regular contact with nearest public librarian on mutual issues. ____

(b) Frequency:_____

16. Special activities are almost always arranged to mark Book Week, Library Week, etc. ____

17. Inter-library book loans are arranged - for students ____

- for teachers ____

18. Renting or borrowing of films and other materials is co-ordinated from the library. ____

19. A file of community resources (materials, specialists, etc.) is maintained. ____

20(a) The library is open to use by adult evening students (if applicable) ____

Not applicable ____

(b) If so, please indicate number of hours per week._____

21(a) If there is public use of the library or if such use is planned, please describe briefly such policy and use.

_____

_____

_____

(b) Please explain briefly your attitude towards joint school/community libraries.

____ completely in favour ____ not in favour in most cases

____ in favour under certain conditions ____ completely against

____ undecided

Comment:

_____

_____

22. Other "special" services provided by the school library.

_____

_____

SECTION X. CENTRAL SERVICES

A. STATE LIBRARY BRANCH

1. For each service provided by the State Library Branch please indicate frequency of use, the adequacy of the service for your needs, and those most helpful.

SERVICE	FREQUENCY OF USE	ADEQUACY	TICK THE ONES MOST HELPFUL TO YOU
a. Advice and co-operation with administrators, teachers and teacher-librarians in developing library programs to meet the educational objectives of the school.	5 4 3 2 1 na	5 4 3 2 1 na	
b. Library consultant services at the district school.	5 4 3 2 1 na	5 4 3 2 1 na	
c. In-service education programs for teachers, principals and teacher-librarians.	5 4 3 2 1 na	5 4 3 2 1 na	
d. Assistance and advice with the planning of library buildings.	5 4 3 2 1 na	5 4 3 2 1 na	
e. Advice on furnishing and equipping new libraries.	5 4 3 2 1 na	5 4 3 2 1 na	
f. A book reviewing service.	5 4 3 2 1 na	5 4 3 2 1 na	
g. Bibliographic services.	5 4 3 2 1 na	5 4 3 2 1 na	
h. A central cataloguing and free card supply service.	5 4 3 2 1 na	5 4 3 2 1 na	

2. Which services should be provided which are presently not offered?

_____

_____

_____

3(a) Describe briefly any local district or regional co-operative systems in operation in your area.

_____

_____

_____

(b) How desirable do you feel are <u>regional</u> resource centres to support school library services?

____ Most desirable

____ Of some value

____ Undesirable

(c) Please list the services, if any, which you feel would be better conducted from a regional or district centre rather than the State centre.

_____

_____

_____

4. To what extent does the Library Branch appear to be responsive to the needs of your school?

____ Completely

____ To some extent

____ Not at all

5. Please comment generally on the services of the State Library Branch.

_____

_____

_____

_____

B. AUDIO VISUAL EDUCATION CENTRE (AVEC)

1. For each of the services provided by AVEC please indicate the frequency of use, the adequacy of the service for your needs, and those most helpful.

SERVICE	FREQUENCY OF USE	ADEQUACY	TICK ONES MOST HELPFU
a. Advice and assistance to teacher-librarians and other school staff on the planning and implementation of programs involving use of audio-visual materials.	5 4 3 2 1 na	5 4 3 2 1 na	
b. Production of original audio-visual materials for the reso ce collection.	5 4 3 2 1 na	5 4 3 2 1 na	
c. Reproduction of audio-visual materials for the school.	5 4 3 2 1 na	5 4 3 2 1 na	
d. Inservice education programs for teachers, principals and teacher-librarians.	5 4 3 2 1 na	5 4 3 2 1 na	
e. Consultant services at the district or regional level.	5 4 3 2 1 na	5 4 3 2 1 na	
f. Advice on the selection of audio-visual equipment.	5 4 3 2 1 na	5 4 3 2 1 na	
g. Other (please specify) _____ _____	5 4 3 2 1 na 5 4 3 2 1 na	5 4 3 2 1 na 5 4 3 2 1 na	

2. List services which should be provided which are presently not offered.

_____

_____

_____

3. Please list the services, if any, which you feel would be better conducted from a regional or district centre rather than the State centre.

_____

_____

_____

4. To what extent does AVEC appear to be responsive to the needs of your school?

____ Completely

____ To some extent

____ Not at all

5. Please comment generally on the services of the State Audio-Visual Education Centre.

_____

_____

_____

_____

APPENDIX D (3)

SCHOOL LIBRARIES RESEARCH PROJECT

FACULTY OF EDUCATION Monash University, Clayton, Victoria, 3168 TELEPHONE 03 541 0811

Teacher Attitudes Towards School Library Provision and Usage in Secondary Schools.

Dear Colleague,

The Secondary Libraries Committee of the Victorian Education Department has commissioned the School Libraries Research Project at Monash University to conduct an evaluative study of library provision and programs in high schools and technical schools in the State.

This questionnaire to you is the part of the study in which a representative sample of teachers in schools with "Commonwealth Libraries" are being surveyed to discover their attitudes and practices relating to school libraries. Your contribution to this study represents important feedback, and we feel that you should have this opp ortunity of expressing your ideas, thereby influencing future developments of resource provision to schools in this State.

In order to ensure that we have a representative sample of respondents, your questionnaire bears a number which enables us to identify your school. We can assure you that all the information you provide will be kept in strict confidence, and will be used only in a general way.

Please complete the enclosed questionnaire and return it in the addressed envelope to us within three days of its receipt by you.

Thank you very much for your co-operation.

Yours sincerely,

Directors:

Assoc. Prof. M. Balson Mr. J. Fyfiel

Research Fellows:

Mr. R. Lundin Dr. J. McArth

SECTION I.

1. Sex: male ( ), female ( ).

2. Age: under 21 ( ), 21-24 ( ), 25-34 ( ), 35-49 ( ), 50+ ( ).

3. (a) Have you completed a pre-service teacher education course? yes ( ), no ( ).

   (b) If "yes", what was the length of this course? under 1 yr ( ), 1 yr. ( ), 2 yrs. ( ), 3 yrs. ( ), 4 yrs.+ ( ).

   (c) What award did you receive?

   _____

4. (a) Have you completed a degree? yes ( ), no ( ).

   (b) If "yes", what degree(s)?

   _____

5. For what level of school were you initially trained as a teacher? kindergarten ( ), primary ( ), secondary ( ).

6. How many years of teaching experience have you had? (Include this year). 1 ( ), 2-5 ( ), 6-15 ( ), 16+ ( ).

7. Did you teach in Victorian secondary schools in 1972 ( )?, in 1973 ( )?, in 1974 ( )?

8. For what teaching subjects did you specially prepare at either College or University:

   (a) College: _____

   (b) University: _____

9. What subjects do you now teach?

   _____

10. List all the different class groups that you teach each week. (e.g. 4b English, 4g English, 6a History, 5c Economics).

    _____

    _____

11. (a) Did you teach in this school before it had a new library in full operation? yes ( ) no ( ).

    (b) Have you taught in Victorian high school(s) which did not have a "Commonwealth library"? yes ( ), no ( ).

SECTION II.

Please indicate by circling a number the extent to which the following provisions and services in your school are adequate to meet your teaching needs. Please use this code:

5 = completely adequate
4 = fairly adequate
3 = adequate in some areas; inadequate in others
2 = inadequate
1 = completely inadequate or non-existent but needed

		Adequacy
1.	The school's timetable allows for use of the library and resources when needed	5 4 3 2 1
2.	The syllabus allows flexibility for the use of library resources	5 4 3 2 1
3.	Library size (space)	5 4 3 2 1
4.	Location of the library in relation to the rest of the school	5 4 3 2 1
5.	Internal areas (reading area, carrels, discussion rooms)	5 4 3 2 1
6.	Resources:	
	(a) Bookstock in relation to your subjects	5 4 3 2 1
	(b) Reference books (encyclopoedias, dictionaries, atlases, etc.)	5 4 3 2 1
	(c) Periodicals	5 4 3 2 1
	(d) Audio-visual materials	5 4 3 2 1
	(e) Audio-visual equipment	5 4 3 2 1
	(f) Other materials	5 4 3 2 1
7.	Library staff: (a) numbers	5 4 3 2 1
	(b) kinds	5 4 3 2 1
8.	School library usage policies (rules)	5 4 3 2 1
9.	How adequate are the services of the school library, generally?	5 4 3 2 1

SECTION III.

Please indicate the frequency with which you engage in the following practices and the change you have observed in your own teaching since the present library began operation. Please use the following codes by circling the number or symbol that applies:

Frequency of participation or use:

3 = often or always (when needed)
2 = occasionally or sometimes (when possible)
1 = rarely or never

Change since the library began operation:

\+ = an increase
\- = a decrease
0 = no change

		Frequency			Change		
1.	Inservice training course(s) specifically on the use of the library and its resources	3	2	1	+	-	0
2.	Consult the teacher-librarian when planning a unit of work	3	2	1	+	-	0
3.	Inform the teacher-librarian of units of work planned	3	2	1	+	-	0
4.	Production of teaching aids (charts, slides, etc.)	3	2	1	+	-	0
5.	Obtaining or borrowing materials (print and audio-visual) from film libraries, commercial sources, other libraries, etc.	3	2	1	+	-	0
6.	Experimentation with use of the library and its resources in teaching	3	2	1	+	-	0
7.	Use of audio-visual materials in teaching	3	2	1	+	-	0
8.	Recommend use of audio-visual materials to students for use in assignments	3	2	1	+	-	0
9.	Departure from use of textbook(s)	3	2	1	+	-	0
10.	Importance placed on use of a variety of resources in evaluation:						
	(a) of assignments	3	2	1	+	-	0
	(b) in examinations	3	2	1	+	-	0
11.	Recommendations for the ordering of						
	(a) books	3	2	1	+	-	0
	(b) audio-visual items	3	2	1	+	-	0
12.	Use of a variety of student groupings (i.e., individuals, small groups, class groups, large groups)	3	2	1	+	-	0

SECTION IV.

Following are several statements of opinion describing various aspects of school library programs and services. Please answer them with your experiences in the present school in mind, and indicate your agreement or disagreement by circling the number which most closely represents your view:

5 = strongly agree
4 = agree
3 = undecided
2 = disagree
1 = strongly disagree

	Level of Agreement
1. Library provision and services reduce a teacher's workload.	5 4 3 2 1
2. Library provision and services increase a teacher's effectiveness by improving the quality of teaching and learning.	5 4 3 2 1
3. Textbooks, if provided in class sets, are adequate materials for teaching/learning.	5 4 3 2 1
4. The teacher-librarian should participate in planning units of work.	5 4 3 2 1
5. The teacher-librarian should be a source of ideas for use of library resources in specific lessons.	5 4 3 2 1
6. Use of the library improves the quality of assignments submitted by students.	5 4 3 2 1
7. Use of the library has a good effect on student/teacher relationships.	5 4 3 2 1
8. Use of the library allows for/or instills greater autonomy (independence) in students with respect to their learning.	5 4 3 2 1
9. Students, generally, are not capable of making effective use of the library.	5 4 3 2 1
10. Teachers, in general, are not adequately prepared to use the library.	5 4 3 2 1
11. The teacher-librarian is not adequately trained to assist teachers.	5 4 3 2 1
12. Use of the library has an effect on a teacher's ideas about how learning takes place.	5 4 3 2 1

SECTION V.

1. Which of the school library services do you find most helpful?

_____

_____

_____

2. What inhibits you from using the school library more than you already do?

_____

_____

_____

3. What specific suggestions do you have concerning the needs of your library to improve service, if necessary?

_____

_____

_____

4. Other comments:

_____

_____

_____

Thank you very much for answering this questionnaire. We anticipate that the report will be made widely available in 1976.

Best wishes.

EDUCATION DEPARTMENT .... LIBRARY BRANCH

LIBRARY CENSUS RETURN 1975

One copy of this census return to be posted to reach .... Statistics Section,
Library Branch,
Education Department
3rd Floor,
449 Swanston Street,
MELBOURNE 3000

Before Monday 3rd March 1975

SECONDARY AND TECHNICAL SCHOOLS CENSUS RETURN

1. SCHOOL NAME .....

2. TOTAL SCHOOL ENROLMENT .....

3. RANGE OF FORMS IN SCHOOL - FORM ..... TO FORM .....

4. SOURCES OF FINANCE

Amount of money spent on library resources (ie. library books, periodicals, audio-visual materials, and processing materials) between January and December 1974.

Financed by .....

a. Establishment Grant (Applied to schools in first two years) $ .....

b. State Grant to schools $ .....

c. Commonwealth Library Grant (Paid under States Grant - Secondary School Libraries Act) $ .....

d. Local sources $ .....

e. Other sources $ .....

TOTAL $ .....

5. BOOKSTOCK

	Number added during 1974	Total stocks at Dec. 1974
a. Fiction (do not include class sets of extensive readers)	.....	.....
b. Reference/Non-fiction (Do not include class sets)	.....	.....

6. PERIODICALS

Total number of periodical titles subscribed to .....
(Do not include free issue material)

7. NON-BOOK MATERIALS

	Housed in library	Catalogued in library
a. Vertical file material	YES/NO	YES/NO
b. Audio-visual material	YES/NO	YES/NO

8. AUDIO-VISUAL EQUIPMENT

a. Is there a listing in the library of all audio-visual equipment held in school? YES/NO

b. Is the equipment centrally controlled by the library? YES/NO

9. CLASS SETS

Are class sets a. recorded in the library catalogue? YES/NO

b. held in the library YES/NO

If "YES".....Number of Titles .....

Number of Volumes .....

10. ACCOMMODATION

a. Commonwealth library ..... under construction YES/NO

,..... occupied YES/NO

b. Double room YES/NO

c. Single room YES/NO

d. Other YES/NO

11. LIBRARY USE

a. Is library use unscheduled (available for untimetabled use throughout the day) YES/NO

If the answer is "NO" to (a) above, please answer b,c,d & e.

b. Number of timetabled library lessons per week .....

c. Number of timetabled private study periods per week .....

d. Number of periods per week library used as subject classroom .....

e. Number of periods the school has the week divided into .....

The library is available for students' use and borrowing -

a. Before school ..... days per week

b. During lunchtime ..... days per week

c. After school ..... days per week

d. During the evening ..... days per week

12. VISITS BY LIBRARY ADVISERS

a. When was the library last visited by a library adviser? .....

b. Is a visit requested this year? .....

c. What term would be most suitable? .....

d. Are any days unsuitable for such a visit? .....

PRINCIPAL .....

DATE .....

LIBRARIAN .....

DATE .....

APPENDIX E

PERCEIVED ADEQUACY OF LIBRARY SPACE	SCHOOLS	ACTUAL SQUARE FEET PER STUDENT ENROLLED											ALL
		1	2	3	4	5	6	7	8	9	10	11+	
COMPLETELY ADEQUATE	Commonwealth	0	0	0	1	2	4	5	1	3	2	3	21
	Non-Commonwealth	0	0	0	0	1	0	0	0	0	0	0	1
	Combined	0	0	0	1	3	4	5	1	3	2	3	22
ADEQUATE	Commonwealth	1	1	0	2	3	5	5	2	1	2	1	23
	Non-Commonwealth	1	1	1	2	0	1	2	0	1	1	0	10
	Combined	2	2	1	4	3	6	7	2	2	3	1	33
ADEQUATE IN SOME AREAS; INADEQUATE IN OTHERS	Commonwealth	0	1	0	0	0	3	1	0	0	1	0	6
	Non-Commonwealth	1	2	4	6	3	2	1	0	0	0	0	19
	Combined	1	3	4	6	3	5	2	0	0	1	0	25
INADEQUATE	Commonwealth	1	2	2	0	0	0	0	0	0	0	0	5*
	Non-Commonwealth	6	28	39	8	4	0	1	0	0	0	0	86
	Combined	7	30	41	8	4	0	1	0	0	0	0	91
COMPLETELY INADEQUATE	Commonwealth	2	1	0	0	0	0	0	0	0	0	0	3*
	Non-Commonwealth	3	2	4	0	0	0	0	0	0	0	0	9
	Combined	5	3	4	0	0	0	0	0	0	0	0	12
TOTAL	Commonwealth	4	5	2	3	5	12	11	3	4	5	4	58
	Non-Commonwealth	11	33	48	16	8	3	4	0	1	1	0	125
	Combined	15	38	50	19	13	15	15	3	5	6	4	183

TOTAL CASES = 268; MISSING OBSERVATIONS = 85; PROCESSED CASES = 183

* These 8 schools have not yet received their Commonwealth libraries. Space and adequacy ratings are based on existing facilities.

APPENDIX F

Standards (Quantitative Tables from Standards for Secondary School Libraries. Commonwealth Secondary Schools Libraries Committee. Canberra, A.G.P.S., 1971.)

TABLE OF AREAS – MINIMUM REQUIREMENTS FOR SCHOOLS WITH 1050-2000 ENROLMENT

School Enrolment	1050	1100	1150	1200	1250	1300	1350	1400	1450	1500	1550	1600	1650	1700	1750	1800	1850	1900	1950	2000
Reading Areas	3675	3850	4025	4200	4375	4550	4725	4900	5075	5250	5425	5600	5775	5950	6125	6300	6475	6650	6825	7000
Large Seminar Room	750	750	750	750	750	750	750	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500
Small Seminar Rooms	500	500	500	500	500	500	500	750	750	750	750	750	750	750	750	1000	1000	1000	1000	1000
Teachers' Room	200	200	200	200	200	200	200	300	300	300	300	300	300	300	300	400	400	400	400	400
Audio-Visual Store	200	200	200	200	200	200	200	300	300	300	300	300	300	300	300	400	400	400	400	400
Workroom	400	400	400	400	400	400	400	500	500	500	500	600	600	600	600	700	700	700	700	700
Librarian's Office	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120
Bags, Cloaks Foyer	200	200	200	200	200	200	200	300	300	300	300	300	300	300	300	400	400	400	400	400
TOTAL (square feet)	6045	6220	6395	6570	6745	6920	7095	8670	8845	9020	9195	9470	9645	9820	9995	10820	10995	11170	11345	11520

Note: In calculating the requirements for a particular school the secondary enrolment should be increased by doubling the enrolment of classes in the final year of secondary schooling. The total reached should be taken to the nearest fifty, upwards or downwards as the case may be.

TABLE OF AREAS – MINIMUM REQUIREMENTS FOR SCHOOLS UP TO 1000 ENROLMENT

School Enrolment	100	150	200	250	300	350	400	450	500	550	600	650	700	750	800	850	900	950	1000
Reading Areas	1020	1020	1500	1500	1575	1575	1575	1575	1750	1925	2100	2275	2450	2625	2800	2975	3150	3325	3500
Large Seminar Room	–	–	–	–	–	–	–	–	–	–	–	–	–	–	750	750	750	750	750
Small Seminar Rooms	–	–	–	–	120	120	120	120	250	250	250	250	250	250	500	500	500	500	500
Teachers' Room	–	–	–	–	120	120	120	120	120	120	120	120	120	120	200	200	200	200	200
Audio-Visual Store	Included in Workroom								100	100	100	100	100	100	200	200	200	200	200
Workroom	A small partitioned area within the Reading Room				400	400	400	400	400	400	400	400	400	400	400	400	400	400	400
Librarian's Office	Included in Workroom														120	120	120	120	120
Bags, Cloaks Foyer	–	–	–	–	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200
TOTAL (square feet)	1020	1020	1500	1500	2415	2415	2415	2415	2820	2995	3170	3345	3520	3695	5170	5345	5520	5695	5870

8.05 5.37 5.28

Note: In calculating the requirements for a particular school the secondary enrolment should be increased by doubling the enrolment of classes in the final year of secondary schooling. The total reached should be taken to the nearest fifty, upwards or downwards as the case may be.

Adjusted Secondary Enrolment

	Less than 300	300	500	550	750	1050	1250
School Librarian	At least part-time	1	1	1	1	1	1
Library and Media Assistants				1	1	2	2
Clerical Assistants			1	1	2	2	3

Adjusted Secondary Enrolment	Recommended Basic Stock	Recommended Size of Collection for adequate Library Service
50	1,000	1,500
100	2,000	3,000
150	3,000	4,500
200	3,000	5,000
250	3,250	5,500
300	3,500	6,000
350	3,750	6,000
400	4,000	6,000
450	4,250	6,800
500	4,500	7,500
550	4,700	8,250
600	4,900	9,000
650	5,100	9,750
700	5,300	10,500
750	5,500	11,260
800	5,700	12,000
850	5,850	12,740
900	6,000	13,500
950	6,150	14,260
1,000	6,300	15,000
1,050	6,450	15,740
1,100	6,600	16,500
1,150	6,750	17,260
1,200	6,900	18,000
1,250 and above	5,700 for the first 800 students and 300 for each additional 100 students for basic stock, and 15 books per student for adequate library service.	

APPENDIX G

Detailed Tables

The detailed Tables are in the form of Computer print-outs which are located at Library Branch, Victorian State Education Department.